



YEAR 08-09





WELCOME TO I.E.S. LA CALA DE MIJAS



1.- Location of the school

Our school is located in La Cala de Mijas, in a residential area surrounded by golf courses, just off the A7 motorway.



2.- Facilities

IES La Cala de Mijas is set in a newly constructed site (inaugurated for school year 2005-2006) of 9,000m².

In the main building there are facilities which include three science laboratories, a library, an art room, two ICT rooms (one for general use and another for the bilingual programme students), two technology workshops, a music room and a cafeteria. From school year 2008-09 all the rooms will be equipped with ICT facilities.

There is an equipped gymnasium, two sport pitches and a vegetable garden.

3.- Education offer

IES stands for Instituto de Educación Secundaria (Secondary Education School).

The school currently offers:

- Obligatory Secondary Education (ESO). It consists of four academic years, between the ages of 12 and 16 years old. Pupils who successfully complete ESO are awarded the Certificate in Obligatory Secondary Education. Then, they can go on to Baccalaureate or to Vocational Studies.
- Baccalaureate (Bachillerato). From 16 to 18 years old, the Baccalaureate is a two-year course which prepares pupils for Higher Education or University. On finishing this stage, pupils receive the Baccalaureate.

4.- Staff

The teaching staff are Spanish trained and highly experienced. The atmosphere is caring and friendly. A great number of the staff speak English, and some of them are fluent in several foreign languages.

The staff includes an expert in charge of the Guidance Department, a teacher for students with needs of support lessons and a Spanish as a Foreign Language teacher from the Intercultural Programme.

We also have an English language assistant to support conversation lessons with the students and to do tasks related to the development of the Bilingual Programme.





5.- Our Curriculum and Educational Programmes implemented

All the teaching is based on the requirements of Andalusian Educational Authorities Curriculum.

However, in our system, schools can volunteer in the development of special educational programmes implemented and regulated by Educational Authorities.

Schools taking part in these programmes are provided with additional resources and their teachers receive the training required.

Our staff is highly motivated in the development of the following programmes.

5.1.- Bilingual Programme

For pupils starting the first grade of ESO, the school offers the possibility of following a Spanish-English bilingual curriculum. This programme is due to develop so enabling pupils to receive bilingual education till the end of ESO.

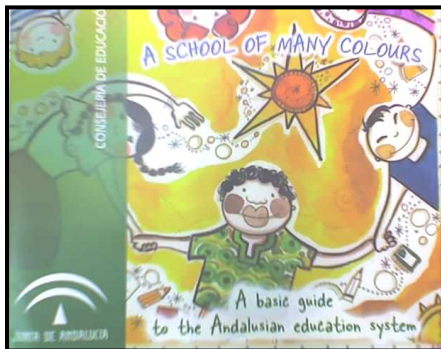


In school year 2008-2009, 2nd year students who started receiving bilingual lessons in their first year will continue in the same programme. 1st year students will have the option to choose between normal teaching or bilingual teaching.

The teacher who coordinates this programme, Ana Cortés, belongs to the English Department.

5.2.- Intercultural Programme

Immigration in Mijas is a fact. Many activities aimed at the development of tolerance and



understanding are part of the education in our school.

In school year 2007-2008 we received students from 27 countries (including Spain).

Thanks to this programme, the school is provided of an ATAL classroom (meaning Temporary Linguistic Adaptation Classroom). Here newcomers receive help with their level of Spanish during their first year at school. Students leave their normal class during some hours a week to attend these lessons, till it is decided

they have acquired enough communicative competence to manage by themselves.

The ATAL teacher, Gloria Sánchez, is at present coordinating the Intercultural Programme.

With the background of this Programme, we also are establishing links with schools from different countries.

5.3.- School for Peace Programme

This Programme, by making students develop a work of mediation among them, prepares our students for adult life, by encouraging values and by fostering self-assurance, mutual respect and a sense of duty.

It is coordinated by Esther Ramírez Bobadilla, the expert in educational guidance.





5.4.- Co-education Programme

This Programme allows us to organize activities including co-education in all the areas of the curriculum, to make students aware of the equality between men and women.

The teacher in charge of this programme, Noël Kennedy Peirson, belongs to the French Department.

5.5.- ICT Programme

This Programme, starting in school year 2008-2009, provides us of computers and access to Internet in all the rooms.



We also belong to the group of schools which use the computer programme called **PASEN** (meaning Come in).

Parents enter our web, get a password and access to updated information about their child.



The teacher who coordinates this programme is the Secretary of the school, Alberto Bermúdez Fernández.

5.6.- World Wide Professional Programme

We are starting in school year 2008-09 an important educational project with different countries: Germany, Finland, Holland, Turkey, Poland, Canada and Italy. We are working in at least three projects and we will be in contact with our partners throughout the school year.

5.7.- Attention to pupils with needs of support lessons

Natividad Sánchez Rovira, the person in charge of the attention to pupils with needs of support lessons is a psychologist and an experienced teacher. Students leave their group for some hours a week, depending on each case, to attend support lessons.

6.- Cultural activities

A range of cultural activities feature throughout the academic year, organized by the school itself or in collaboration with local institutions: talks, school trips, attendance to theatre plays, literary workshops, outdoors sport activities, activities related to special celebrations.

Ana Martín Santaella, the teacher who coordinates these activities, belongs to the Maths Department.

7.- School organization

Following Andalusian Educative Authorities regulations, our school is organised and run by the School Management Team (Equipo Directivo), made up by the Head Teacher (Directora), the Head of Studies (Jefe de Estudios) and the Secretary (Secretario).

Our School Management Team is composed by María Sierra Morales (Directora), Alfredo Sánchez Cast (Jefe de Estudios) and Alberto Bermúdez (Secretario).

The teacher responsible for the pupils in a class is the Form Teacher (Tutor/Tutora). Form Teachers are named at the beginning of each school year. They are responsible of the contact with the families of their





pupils to keep them informed about the children's progress. Tutors give reports three times a year, at the end of each term. Their work is of paramount importance.

At the beginning of each school year the school organizes a reception for parents, in which parents are informed by Form Teachers of all the aspects related to school organization (subjects, names of teachers, timetables, school rules, and any other outstanding information). A simultaneous reception is organized by an English-speaking teacher for parents who do not understand Spanish.

The school also has an educational guidance expert (Orientadora), who guide pupils and their families through the educational process: Esther Ramírez.

All of them have hours set aside to attend the families.

Apart from the Management Team, The School Council is the main Management body of our school. It includes representatives of all sectors of the educational community: parents, teachers, pupils, administrative and service staff, as well as the local town council. All the decisions related to the school must be passed by the School Council.

8.- Code of conduct

Our school has rules known as ROF, Reglamento de Organización y Funcionamiento (Organization and Operational Regulations), which govern pupils' behaviour and possible corrective measures. All pupils have the obligation to know and follow these regulations.

At the beginning of each school year students are not only informed of these rules, but also of the document of Rights and Obligations of pupils in state schools in Andalusia.

9.- School year

2008-2009 school year is due to begin in September and will finish at the end of June.

There are three holiday periods: Christmas, Easter and Summer. There are also national, regional and local public holidays. A calendar of days off is provided to students at the beginning of the school year.

In September 2009, pupils failing any subject in June 2008 will have the chance of sitting a test for each subject they failed.

10.- School day

Classes are given daily, from Monday to Friday. School starts at 8:15 and finishes at 14:30. There is a break from 11:15 to 11:45. Attendance is obligatory by law. Parents must justify any absence of their children. Both the entrance and exit times must be observed.

Under no circumstance will a pupil be allowed to leave school premises if not accompanied by parents or legal tutors. The leaving of school without permission will imply strict disciplinary measures.

11.- Health

There is no medical aid staff available in the premises of state schools. In case of emergency, an ambulance is called and the student is sent to the nearest hospital, accompanied of a member of our staff. Parents are informed immediately.

A contact telephone number is of paramount importance in these cases. Parents must keep updated in our registration office the information related to contact telephone numbers, and to any allergy or medical





problem the student may have.

For minor health problems, we phone parents and they decide under their own responsibility if they take their child home or leave him/her at school till the end of the school day. Under no circumstance will a pupil be allowed to leave school if not accompanied by parents or legal tutors.

12.- Family participation

School and family are jointly responsible for education of children. Collaboration between both is fundamental: parents are welcome to come in and speak to us.

We remind that parents have the right to ask for an appointment to have a meeting with their child's Form Teacher (Tutor/Tutora) whenever they feel it necessary. The appointment should be made some days before, so that the Form Teacher has time to talk to all the teachers and to get the right information about the student's work. Form Teachers have hours aside for this aim.

Parents may also participate in school life through representative bodies:

-School Council

-Parents' Association (AMPA, Asociación de Madres y Padres de Alumnos). Our Parent's Association organizes many activities during the school year.

13.- Complementary services

13.1.- School Transport

There is a free of charge school transport service to facilitate travel for pupils in Obligatory Education from the surroundings of La Cala de Mijas to our school.

13.2.- Extra-curricular activities

The school offers free of charge or subsidised extra-curricular activities in the afternoon at the beginning of each school year (they include different aspects such as dancing, back-up lessons, theatre). They are organized if there is enough demand.

14.- Admission and registration process

14.1.- Application

From 1 to 31 March, applications must be submitted for children who are attending IES La Cala de Mijas for the first time. The application form is supplied here.

14.2.- Pupils accepted

When there are not enough places to cover all the applications, admission criteria laid down in current legislation are used. Then, the final list of the pupils admitted is exposed (in June).

If there are no vacancies in this school, the School Admissions Board for the area will assign a place in a nearby school.

14.3.- Registration

All pupils (not only new ones) must formalise their registration every year (from 1 to 10 July). If not, they may lose their place in this school.

14.4.- Entry at other times of the year

The Andalusian Educational System guarantees access to Obligatory Education at any time of





the year. Families must contact us if they wish to send us their child, and fill in the form they are given. If there are no vacancies, the School Admissions Board for the area will assign a vacancy in another school.

14.5.- Specific attention for immigrant pupils

The Organic Law 4/2000, on the rights and freedoms of foreign nationals in Spain states that: “ *All foreign nationals under the age of 18 have the right and obligation to receive an education under the same conditions as Spanish citizens. This right includes access to free, obligatory, basic education, and the obtainment of the corresponding academic qualifications in each case, and access to the public system of grants and aid*”.

Independently of their administrative situation (their status as regular or irregular immigrants), all children have the right to schooling between the ages of 3 and 16 years. In order to follow with post-obligatory education, their administrative situation must be regularised or they must have obtained a student's residence permit, which can be processed at any Provincial Delegation or Sub-Delegation of the Central Government.

15.- Text books

In 2008-2009, text books will be free for ESO students. This is a measure that has been implemented by Andalusian Educational Authorities

Parents will sign a contract with the school, by which students will borrow books from school. Book-cheques will be provided to be exchanged by text books at any bookshop. At the end of the school year, books bought with these cheques have to be returned to school in a perfect state. If they are not appropriately preserved, parents will have to pay for them, as established by the law.

Parents may prefer to get their own books in order not to have to return them.



15.1.-Text books for students with lack of knowledge of Spanish

It is advised not to get any books in advance till the teacher of each subject (in coordination with the ATAL teacher) decides which material is appropriate for the student.

A bilingual dictionary is compulsory and must be brought to school every day by these students.

16. Lockers

There are lockers on rent for students (free of charge for disable students). Students are allowed to use them at the beginning of the day, before the break and at the end of the school day, not between lessons. Personal belongings are not to be left in the classrooms at the end of school day.

17. Cafeteria

Sandwiches and snacks are available in the cafeteria at break time and in the morning before lessons start. The cafeteria is closed for students between lessons. In case of needing a special diet (vegetarian, celliac,...) please contact the cafeteria staff beforehand.

